

DATE

TRANSMITTAL SLIP

TO:

FBIS Reg

ROOM NO.

BUILDING

REMARKS:

FROM:

C/B&F

ROOM NO.

BUILDING

EXTENSION



BUD-3-2-88

FBIS/1536-88
28 October 1988

MEMORANDUM FOR: Director of Finance

VIA: Chief, Audit and Certification Division, OF

FROM: [Redacted]
Chief, Budget and Finance Branch, Administrative Staff, FBIS

25X1

SUBJECT: Imprest Fund Increase for FBIS Logistics Imprest Fund

1. ACTION REQUIRED: This action requests your approval to increase the FBIS Logistics imprest fund from \$1,000 to \$2,000 and to change the current alternate cashier.

2. BACKGROUND: This proposed increase is necessary due to additional requirements levied on FBIS Logistics as the result of the recent acquisition of leased warehouse property known as FBIS West. The current authorized fund level is inadequate to support current FBIS Logistics operations and permit accountings to be submitted on a monthly basis. In addition to this request, FBIS also requests your approval to change the current alternate imprest fund cashier from [Redacted]

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APPROVED:

Director of Finance

Date

Distribution:

Original - Addressee

1 - C/Audit & Cert Div

1 - C/AS

2 - B&F

✓ - FBIS Reg

CONFIDENTIAL

C/B&F/AS/FBIS/[Redacted]

26 Oct 88

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